



# Town of Buckeye Human Resources Department JOB POSTING

## 080-06 TOWN ATTORNEY

**NUMBER OF VACANCIES:** 1

**DEPARTMENT:** Legal

**PAY GRADE:** Exempt

**DAYS WORKED:** Monday - Friday

**TYPE OF POSITION:** Full-Time with Benefits

**POSTING DATE:** August 10, 2006

**WORK LOCATION:** 100 N. Apache

**SALARY RANGE:** \$8,037 - \$11,874 /month  
Depending Upon Qualifications

**HOURS WORKED:** 8:00 am to 5:00 pm

**POSITION CLOSES:** Applications will be received until position is filled

☐ Internal Only

☒ Internal / External

### Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website [www.buckeyeaz.gov](http://www.buckeyeaz.gov) by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

**GENERAL PURPOSE:** Performs substantially difficult professional legal work involving legal research, fact gathering, preparation of ordinances, resolutions, contracts, development agreements, inter-governmental agreements, real estate documents, pleadings, trials, appeals and other activities for the Town. Attends meetings, negotiates agreements and provides opinions and advice to Council and Staff.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbents(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Provides legal advice and opinions regarding town matters by attending council meetings, reviewing council actions, participating in planning, approving all contracts, researching law, ascertaining facts, and providing written or oral opinions.

Prepares legal opinions for Town Council, Town Clerk's Office, Town management and departments.

Interprets Town Codes and provides advice by reviewing codes and ordinances, researching court opinions, and providing oral and written opinions.

(Job posting continues on back and/or next page.)

Represents the Town in court proceedings and conducts legal research, finding relevant facts, writing, and reviewing documents.

Coordinates department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

Draft ordinances, resolutions, contracts, deeds, leases and other legal documents; assist in formulating proposed legislation for enactment by the State Legislature in regard to matters of interest to the Town.

Attend legislative sessions in order to represent and promote the interests of the Town before committees and representatives.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; advise on legal problems and questions.

Coordinate activities with legal specialists engaged by the Town for the preparation and trial of unusually complex and important cases in which the Town may be involved.

Answer communication from the public relating to legal matters affecting the Town; advise taxpayers on municipal codes and ordinances.

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Supervise and participate in the development and administration of the Legal Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.

Supervise the maintenance of proper records and reference facilities for the department.

Assists in Town lobbying efforts and reviews and comments on pending legislative bills.

Recommends proposed policies and procedures to comply with new laws and regulations.

Provides legal direction to the Police Department regarding implementation of new crime prevention programs.

Conducts special administrative investigations for Town Council and Town Manager.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

Graduation from an accredited school of law and five years of increasingly responsible experience as a municipal law attorney, including two years of supervisory experience or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**Necessary Knowledge, Skills and Abilities:**

**Knowledge of:**

- Supervisory and management practices.
- Local, state, and federal law particularly in relation to City government.
- Principles, practices and methods of legal research and sources of legal research.
- Personnel, personal injury, contracts, construction, housing, zoning, planning, elections, annexation, and constitutional requirements.
- Judicial procedure and rules of evidence.
- Propose and present cases in an effective manner.
- Communicate effectively orally and in writing.
- Skill in operating a personal computer utilizing a variety of software.
- Ability to perform in a supervisory capacity over subordinates.
- Establish and maintain working relationships with Mayor and Council, City Management, employees, court officials, attorneys and the general public.

**Special Requirements:** Membership in the Arizona Bar. Valid Arizona driver's license.

**Physical Demands / Work Environment:** Standard Office Environment

**Supervision Exercised:** Legal Staff

**FLSA Status:** Exempt

**Reports To:** Town Council

**This position is unclassified, which means the employee or the Town Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**